

3 FAH-2 H-430 CLASSIFICATION CONCEPTS

3 FAH-2 H-431 DEFINITIONS

(TL:FSNH-3; 8-2-93)

a. **Position** - A position is a combination of duties and responsibilities assigned by competent authority to be performed by one employee, either full time or part-time. Being occupied or vacant does not, in itself, change the identity or character of a position. A number of identical positions may exist, but each is a separate position.

b. **Class** - A class or a class of positions is a group of positions that are sufficiently alike as to kind of work, level of difficulty and responsibility, and qualification requirements to warrant similar treatment in personnel, classification, and compensation administration.

c. **Series** - A series is a subdivision of an occupational group. It consists of a number of classes of positions which are in different grades but are all concerned with the same basic kind of work or closely related types of work.

d. **Group** - A group is a major subdivision of positions, usually consisting of several series of classes in associated or related occupations or professions.

e. **Grade** - A grade is a level of work under the Foreign Service National Position Classification Plan. It includes all classes of positions which, although different in **kind** of work, are sufficiently alike in **level** of duties and responsibilities and **level** of qualification requirements, to warrant inclusion in the same salary range.

f. **Allocation or Classification** - Both mean the original placement of a position in a class on the basis of the kind of work and level of difficulty, responsibility, and qualification requirements, and in accordance with position classification standards.

g. **Reclassification** - Reclassification is the placement of a position in a different class on the basis of a change in duties and in the level of difficulty, responsibility, and qualification requirements.

3 FAH-2 H-432 DISTINCTIONS

3 FAH-2 H-432.1 Position vs Employee

Position classification is concerned with classifying positions, not employees. Personal qualities of the employee, such as efficiency, loyalty, length of service, dependability, sex, etc., are not considered in classifying positions.

3 FAH-2 H-432.2 Position vs Position Description

A position is defined in section 3 FAH-2 H-431 a of this chapter. A position description is an official written statement of the duties, responsibilities, qualification requirements, and organizational relationships of a position. It does not prescribe the duties of the position; it merely reports what they are. Competent authority prescribes the duties of each position and may, at any time, detail the employee to different work on a temporary basis, or change the duties of the position on a permanent basis.

3 FAH-2 H-432.3 Position Description vs Position Classification Standard

A position description is a description of an individual position, and should be written in specific language to portray that position. A position classification standard is a description of the essential nature of the many positions making up a class, and is necessarily more generalized in its approach. Position classification standards should not be copied or otherwise used as a basis for position descriptions. Nor should the position classification standards provided by the Plan be considered or used as standard position descriptions.

3 FAH-2 H-432.4 Rank in Person vs Rank in Position

Two basic classification systems are applied by governmental and private organizations which use a classification system: classification of positions and classification of individual. The latter system, in which rank is attached to individuals on the basis of individual qualifications, seniority, performance, etc., rather than on the basis of work performed, is utilized by the Department of State/AID/USIA for American foreign service personnel, by the military departments for military personnel, and by a few other U.S. Government Agencies, including the Veterans Administration for physicians and certain other highly specialized personnel. The other system of classifying positions on the basis of duties, responsibilities, and qualifications is used by virtually all private organizations and all remaining American governmental organizations, **including the Department of State/AID/USIA/FCS/FAS for local positions.**

3 FAH-2 H-432.5 Personal Qualifications vs Qualifications Required or Desired for the Position

Qualifications required or desired for a position established by competent authority must be considered in classifying a position, along with the duties and responsibilities of the position. Personal qualifications of the employee assigned to the position are **not** considered in classifying the position, since this would be classifying the employee, rather than the position.

3 FAH-2 H-433 THROUGH H-439 UNASSIGNED